

# Submission of Proposed Orders/Judgments

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RECORD OF CHANGES		
Date	Section	Summary of Change
6/1/05	Introduction	Adds formatting requirements for proposed orders and judgments.
6/1/05	Previously Filed Motion	When linking to a related document, if it was refiled using the event Relief from Stay Refiled with No Fee, choose <i>motion</i> ; if it was refiled using the event Refile Fee Event with No Fee, choose <i>miscellaneous</i> .
6/1/05	Previously Filed Motion	Trustees must link Orders of Distribution to the Trustee's Final Report.
6/30/05	Upload Order on Previously Filed Motion; Upload Order - No Separate Motion	Removed many Order Types including Ex Parte (No Hearing Held), Hearing Scheduled, and Other.
6/30/05	Upload Batch Order	Choose "Other" as the Order Type for Order Directing Chapter 13 Payment to Trustee

## I. INTRODUCTION AND OVERVIEW

The following procedures describe how to submit orders electronically to the court and how to check the status of submitted orders. Submitted orders do not appear on the docket until they are electronically signed by the judge and docketed by the case administrator.

There are 3 events for submitting proposed orders:

1. **Upload Order on Previously Filed Motion.** Use this option to submit a proposed order relating to a separate, previously filed document such as a motion.
2. **Upload Order - No Separate Motion.** Use this option to submit both: (a) stipulated judgments, and stipulated motions/orders except if a fee is due (i.e., compel abandonment of property and withdrawal of reference, which must be filed as a motion and then a separate order); and (b) combined motion/orders on a local bankruptcy form (e.g., LBF #763.2, *Objection to Claim; Order and Notice Thereon*).
3. **Upload Batch Order.** Chapter 13 trustees, only, may use this option to submit Orders Confirming Plan and Orders Directing Chapter 13 Payment to Trustee in batch (i.e., for several cases simultaneously).

All proposed orders and judgments must have 4" of blank space (i.e., devoid of all text, including firm name, address, etc.) at the top of the first page and 3 pound symbols (###) centered at the end of the order or judgment. Pleading paper format is permissible as long as both the numbers and vertical line are within 3/4" of the left edge of the paper.

If you need to submit an **explanatory letter** with your proposed order, file it using the event **Bankruptcy-Miscellaneous-Correspondence** or **Adversary-Notices/Misc-Correspondence**. If possible, file the correspondence before submitting the order. If the order is an **emergency**, call the chambers of the presiding judge.

The following proposed orders must be submitted to the court **in paper** and then filed in ECF after they have been signed by the judge and served. The latest versions of these and all other public LBF's can be found on the court's website. See Section V below for complete procedures:

- LBF #1307     *Application by Debtor's Attorney for Supplemental Compensation; Order Thereon; and Notice Thereof*
- LBF #1365     *Debtor's Motion for Allowance and Future Payment on Untimely Filed Claim(s); and Order and Notice Thereon*
- LBF #1378     *Notice of Motion for Hardship Discharge, and Fixing Times for Filing Objections to the Motion and Complaints to Determine Dischargeability of Certain Debts; and Order and Notice Thereon*

## II. UPLOAD ORDER ON PREVIOUSLY FILED MOTION

- STEP 1.**       Click on **Bankruptcy** or **Adversary** on the ECF Main Menu Bar.
- STEP 2.**       Click on **Order Upload**.
- STEP 3.**       Click on **Upload Order on Previously Filed Motion**.
- STEP 4.**       The **Case Number** screen displays.
- ☐       Insert the case number using the YY-NNNNN or YY-NNNN format.
  - ☐       Click **Next**.
- STEP 5.**       Confirm the case name and number are correct.
- ☐       In the **Related Document Number** field, enter the document number of the related motion or application if known.
  - ☐       Click **Next**.
- STEP 6.**       If you entered the document number of the related motion or application, skip to **STEP 8**. If you did not enter a document number:
- ☐       Under **Select the category to which your event relates**, choose the correct category. In most instances, it will be **motion**. If you refiled a motion for relief from stay using the Relief from Stay Refiled with No Fee event and you are submitting an order on the motion,

choose **motion**. If you refiled the correct version of the related document using the Refile Fee Event with No Fee event, choose **miscellaneous**.

**NOTE:** Always link proposed orders to the underlying motion or application, not to any response or objection filed on the motion. Trustees must link Orders of Distribution to the Trustee's Final Report.

- ☐ If you would like to further narrow the list of motions, enter a range of filing dates or document numbers.
- ☐ Click **Next**.

**STEP 7.** The **Select the appropriate events(s) to which your event relates** screen displays.

- ☐ Mark ☒ the box(es) of the document to which the proposed order relates.
- ☐ Click **Next**.

**STEP 8.** An order information screen displays.

- ☐ Confirm the related document is correct.
- ☐ In the **Order Type** drop down list, select the most appropriate order type. First check the specific types listed below the dashed line. If there is a specific type which describes your proposed order (e.g., Relief from Stay), select it. Otherwise, choose the general type above the dashed line (i.e., Emergency, Hearing Held, or Other) which best describes your proposed order.

**NOTE:** If you select **Emergency** as the order type, you must call the chambers of the presiding judge.

- ☐ In the **Hearing Date** field, enter the date of any hearing scheduled or held on the related motion.
- ☐ In the **File to Upload** field, click **Browse** to select the PDF of the proposed order to attach.
- ☐ Click **Next**.

**STEP 9.** A screen displays confirming that your proposed order was successfully submitted to the Court.

- ☐ If you would like to upload another order on a previously filed motion, click **Do it again**.

### **III. UPLOAD ORDER - NO SEPARATE MOTION**

**STEP 1.** Click on **Bankruptcy** or **Adversary** on the ECF Main Menu Bar.

**STEP 2.** Click on **Order Upload**.

**STEP 3.** Click on **Upload Order - No Separate Motion**.

**STEP 4.** An order information screen displays.

- ☐ In the **Order Type** drop down list, select the most appropriate order type. First check the specific types listed below the dashed line. If there is a specific type which describes your proposed order (e.g., Relief from Stay), select it. Otherwise, choose the general type above the dashed line (i.e., Emergency, Hearing Held, or Other) which best describes your proposed order.

**NOTE:** If you select **Emergency** as the order type, you must call the chambers of the presiding judge.

- ☐ In the **Order Description** drop down list, select the name of the proposed order to be submitted.
- ☐ In the **Hearing Date** field, enter the date of any hearing scheduled or held which relates to the proposed order.
- ☐ In the **Case Number** field, enter the case number using the YY-NNNNN or YY-NNNN format.

**STEP 5.** A file upload screen displays.

- ☐ Confirm the case number and name are correct.
- ☐ In the **File to Upload** field, click **Browse** to select the PDF of the proposed order to attach.
- ☐ Click **Next**.

**STEP 6.** A screen displays confirming that your proposed order was successfully submitted to the Court.

- ☐ If you would like to upload another order with no separate motion, click **Do it again**.

#### IV. UPLOAD BATCH ORDER

**NOTE:** This event may be used by Chapter 13 trustees only.

**STEP 1.** Click on **Bankruptcy** on the ECF Main Menu Bar.

**STEP 2.** Click on **Order Upload**.

- STEP 3.** Click on **Upload Batch**.
- STEP 4.** An order information screen displays.
- ☐ In the **Order Type** drop down list, select either Order Confirming Plan or Other.
  - ☐ In the **Order Description** drop down list, select either Order Confirming Plan or Order Directing Chapter 13 Payment to Trustee.
  - ☐ In the **Hearing Date** field, enter the date of the confirmation hearing if submitting an Order Confirming Plan.
  - ☐ In the **Case Number(s)** field, enter the case number(s) using the YY-NNNNN format.
- STEP 5.** A file upload screen displays.
- ☐ Confirm the case number(s) and name(s) are correct.
  - ☐ In the **File to Upload** field(s), click **Browse** to select the PDF of each proposed order to attach.
  - ☐ Click **Next**.
- STEP 6.** A screen displays confirming the order type, order description, hearing date (if any), and case number(s) and name(s).
- ☐ Click **Next**.
- STEP 7.** A screen displays with the hyperlinked proposed orders.
- ☐ If you would like to upload another batch order, click **Do it again**.

## **V. SPECIAL PROCEDURES for LBF #1307, LBF #1365, and LBF #1378**

The following procedures apply to the following LBF's:

- |           |   |
|-----------|---|
| LBF #1307 | Application by Debtor's Attorney for Supplemental Compensation; Order Thereon; and Notice Thereof   |
| LBF #1365 | Debtor's Motion for Allowance and Future Payment on Untimely Filed Claim(s); and Order and Notice Thereon   |
| LBF#1378  | Notice of Motion for Hardship Discharge, and Fixing Times for Filing Objections to the Motion and Complaints to Determine Dischargeability of Certain Debts; and Order and Notice Thereon |

- STEP 1.** Submit the LBF in paper to the court with any required attachments and a self-addressed, stamped envelope (S.A.S.E.).
- STEP 2.** When you receive the signed order, serve photocopies of the original (i.e., with the judge's signature) on the appropriate parties and complete the certificate of service.
- STEP 3.** Prepare the document for filing as follows:
- ☐ Scan the order and any attachments in a single pdf, with the LBF as the top document and the attachments in the order mentioned in the motion. [NOTE: On LBF #1365, the only attachment should be a copy of the Proof of Claim.]
- STEP 4.** File the order using the appropriate event:
- ☐ **Bankruptcy-Motions/Applications-Supplemental Compensation**
  - ☐ **Bankruptcy-Motions/Applications-Allow Untimely Filed Claim**
  - ☐ **Bankruptcy-Motions/Applications-Hardship Discharge**

## VI. ORDER QUERY

Order Query allows you to confirm that a proposed order has been received by the court and is in process. It does not provide specific information about where the order is in the court's process. Orders submitted in paper and uploaded by the case administrator will display in Order Query. The orders listed in Section V above, and any other orders routed in paper to the judge because they do not meet electronic signature formatting requirements, will not display in Order Query. Signed and deleted orders will also not display in Order Query.

- STEP 1.** Click on **Reports** on the ECF Main Menu Bar.
- STEP 2.** Click on **Order Query**.
- STEP 3.** The **Query Order Status** screen displays.
- ☐ Enter the case number using the YY-NNNNN or YY-NNNN format.
  - ☐ Click **Next**.
- STEP 4.** A screen displays showing any pending (i.e., unsigned) proposed orders.
- ☐ If desired, click on the **Case Number** hyperlink to view the docket, the **Related Doc#** hyperlink to view the related motion or application, or the **Order** hyperlink to view the proposed order.

- ❑ If a submitted order does not appear on this screen, it may have been signed by the judge, in which case you will receive electronic notification when it is docketed. Alternatively, the judge may have decided not to approve it and deleted it, in which case you will be notified of the judge's decision (generally via correspondence).